

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES  
SAMPLE  
LIST OF ESSENTIAL JOBS DUTIES**

**Example of duties for workers providing adoption/foster care/child abuse/neglect services through Child Welfare**

Driving	Ability to drive for short and long periods of time. Workers provide transportation of children and/or family members of children in the various programs within child welfare
Lifting/ Carrying	Ability to lift from 5 to 50 lbs. (i.e., children, children's belongings, handicap equipment, file records, etc.) and carrying same objects up to 100 feet on flat ground as well as up stairs and/or steps.
Walking/ Running	Ability to walk and/or run to escape animal attacks, upset parents, children, etc. Due to the lack of available parking, the worker sometimes has to walk a few city blocks when transporting clients, attending hearings, etc., that are away from the normal work location.
Climbing	Ability to climb steps/stairs with or without being burdened with objects in order to access homes of clients and/or public buildings.
Sitting	Ability to sit for short and long periods of time. Workers sometimes have to wait with children at doctors' offices, in courtrooms while waiting to testify, wait while children have supervised visits with family members, preparing reports, etc.